



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES



U.S. AIR FORCE

16 Sep 08

MEMORANDUM FOR ALL PROSPECTIVE OFFERORS

From: 374 CONS/LGCBB
Unit 5228, Bldg 620, Yokota AB
Fussa-shi, Tokyo 197-0001 Japan

Subject: Pre-Proposal Conference for Solicitation No. FA5209-08-T-0324, Inspection, Maintenance and Repair Service of Bar Code Issue Management System at Bldg 933, Self-Help Store at Yokota AB, Japan

A pre-proposal conference was conducted at 374 Contracting Squadron (Bldg 620) Conference Room 106 at Yokota Air Base, at 1330 hours on 16 Sep 08, as scheduled in Notice to Offerors Letter dated 15 Sep 08 under the subject solicitation.

1. Briefing and Explanation:

A. Mr. Kaneko, Contract Specialist, briefed the purpose of the pre-proposal conference and confirmed Paragraph 1.b. (1) thru (7) "Submission of Offers" specified in the "Notice to Offerors".

(i) He explained the provision of FAR 52.212-2 Evaluation - Commercial Items, page 10 thru 11, under the solicitation. The prospective vendor in attendance fully understood that the evaluation will be made, based on price and past performance and the Government intends to make award to the lowest priced offeror with acceptable past performance.

(ii) Present/Past Performance (PP) Reference List was confirmed to fill out. For past performance evaluation, one (1) contract or project, which is most recent and relevant past and present contract within the last three (3) years, is required to fill out in "Mandatory" column and submit with the proposal.

B. Next, the terms and conditions specified in Performance-based Work Statement (PWS) was briefed and confirmed.

(i) PWS Para 1.2. Preventive Maintenance Inspections (PMIs) and Para 1.3. On-Call Remedial Maintenance were briefed in details and all personnel in attendance fully comprehended these services.

(ii) PWS Para 1.5. Excluded Services was discussed and confirmed. These services are not included under the contract resultant and will be performed by separate contract tool.

2. The pre-proposal conference was adjourned at approximately 1430 hrs, after confirmation of the scope of work and the closing date and time.

KIYOMI OKAMURA
Contracting Officer

Date: 16 Sep 08